

Stoke Ash & Thwaite Parish Council
Minutes of the virtual meeting held Thursday 20 August 2020 at 7.30pm

Present: Cllrs P Morris, Mrs C Maisey, D Maisey, M Fleming, R Kember, G Leggett, Mrs V Lane, T Pulham and G Tancred

1. **Apologies for absence** – County Cllr Andrew Stringer.
2. **Declarations of interest relating to items on the Agenda**
Item 6.1 – Cllr Pulham
3. **PUBLIC FORUM** – to receive the following reports:
Police – monthly report available online – it was reported there had been a spate of local thefts of garden equipment. It was understood several arrests had been made.
County Council – written report from Cllr Stringer had been circulated. Copy attached to the Minutes. It was noted the Council was anti the proposed Sizewell C and continued to feature in council debates.
District Council – no report
Parishioners comments – none received
4. **To consider for approval Minutes of the meeting held 16 July 2020**
 Cllr Tancred raised the following amendments:
Item 15: Wash Lane – proposed access bridge. Cllr Fleming to supply specifications of materials required for the bridge to Cllr Pulham who would obtain a quotation.
Item 18.3.1: Parish Council laptop/printer/scanner – since taking possession of the equipment, Cllr Tancred had never been able to use it.
Cllr Mrs Lane raised the following amendment:
Item 10: Neighbourhood Watch – There were three signs for Thwaite, two on the A140, one approaching from the north and one from the south and one in Wickham Road approaching from Wickham Skeith. This sign would be placed on the land of a local landowner and permission had been obtained.
 Subject to the above amendments Cllr Pulham proposed acceptance of the Minutes, seconded Cllr Mrs Maisey and agreed.
5. **Matters arising from the Minutes for report**

May 2019	PC vacancy	Continue to include in parish magazine. LC
17.5.18	Damaged road signs	Stoke Ash list prepared – MF. Thwaite – none A140 – 3 identified - TP MF&TP to provide list to LC to report via Suffolk CC report tool
23.11.17	Red telephone kiosk – move to VH Green	Move deferred pending lifting lockdown.
17.5.18	Storage of PC documents at Ipswich Record Office	Deferred pending record office move
18.1.18	Wash Lane maintenance: Bridge Remove tree stumps Winter maintenance Tractor wheel sign	TP to provide costings Monitor Path to be cut wider. Progressing
17.5.18	Thwaite Comm Projects St George’s Hall St George’s Bring & Buy Sale To consider sale of allotment land A future joint Community Hall	Parishioners’ questionnaire on future of Hall – TP/GL deferred due to lockdown. Collection of items for a Bring & Buy sale after lockdown. RK Include on next agenda Obtain Stoke Ash VH committee view - MF
17.5.18	Speeding – The Street – high viz 30mph vests	AS to deliver to Post Office. Vests available for both villages.
20.9.18	Grit Bin funding application Fill new bins Plus existing 4 new larger bins delivered	Application made to County Cllr Locality Budge - LC LC LC GL/TP to put out & provide list of all bin sites to LC

May 2018	Bus Stop A140 opposite Walnut Tree PH –	Notice Board for timetable – TP to obtain and install up to cost of £100
15/11/18	PIIP's – identify items of community expenditure from Cil Parishioners views on joint village hall or retain separate halls	Village Sign – GT /TP progressing Consider other items on Wish List including additional play equipment (additional play equipment deferred due to lockdown) Deferred until survey
30.5.19	Monitor road edge – The Street, SA	All councillors
18.7.19	Play equipment/play surface grant funding Additional tyres Bark chippings ROSPA inspection	Pursue grant funding with MSDC – Finance Group TP/MF MF Due August/Sept 2020
18.7.19	Suffolk CC Our Water Project	Working Group to meet Mr Locksmith, Suffolk CC to progress– TP, GT, PM, DM, CM GL. Deferred due to lockdown.
21.11.19	Neighbourhood Watch – SA signs agreed. Awaiting confirmation for Thwaite. Provide window stickers and publicity in both villages Parish Mag report	VL/RK VL VL
16.1.20	The Orchard Planning Appeal	Substitute Planning Inspector at site meeting – await District Cllr report
16.1.20	Lunch Club Funding	Possible funding from MSDC – District Cllr Burn - GL
18.6.20	Local Government Transparency Code – ensure PC compliant	LC
18.6.20	VJ Day Celebration 15 August 2020	Parishioners to progress
18.6.20	Review Emergency Plan	MF, GL, TP & RK – deferred due to covid
16.7.20	Thorndon Neighbourhood Plan	Members to submit comments direct to MSDC
16.7.20	Members Code of Conduct consultation	Members to submit comments to clerk
16.7.20	CPR training	Volunteer parishioners/councillors
16.7.20	Website: Accessibility Statement Disposal of PC website equipment	GT Finance Group to report
16.7.20	Church Lane, Thwaite – roadside mirror	RK to inform resident

May 2019 – Stoke Ash PC vacancy continued to be notified to parishioners in the parish magazine.

17.5.18 – Cllrs Pulham and Fleming to supply clerk with list of signs in need of repair.

17.5.18 – High Viz Vests – awaiting delivery from County Council.

20.9.18 – Grit Bins – TP/GL to site the four new larger bins and re-locate the four small bins. New site list to be supplied to clerk to arrange filling all grit bins.

16.7.20 – CPR training – Cllr Fleming would be organising a piece for the parish magazine asking parishioner to consider CPR training.

16.7.20 – Church Lane, Thwaite – roadside mirror. The resident had been informed of County Highway process required to install a mirror.

6. To consider planning applications for recommendation to MSDC

1. DC/20/02941: Land near Mill Lane, Stoke Ash – application to determine if prior approval is required for a proposed erection, extension or alteration to a building for agricultural or forestry use under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2 Part 6 –

construction of an earth bank, clay lined, winter filled reservoir of 35000m volume for summer irrigation of food crops.

Parish Council Members supported the application believing it would be a welcome addition to the landscape and good for wildlife. Concern was expressed over the siting of the farm shop mentioned in the application on the grounds of its direct access/entrance onto the A140 at an unsafe location outside the 30mph limit.

2. DC/20/03008: Gardiners Hall, Clay Lane, Stoke Ash – application for Listed Building Consent – oil leak works to kitchen. Members understood English Heritage had been involved with the application. It was proposed, seconded and agreed the Parish Council would be agreeable to English Heritage advising on the application.

7. Planning Decisions received from MSDC – none received.

8. Planning Correspondence

1. NPPF – draft Housing Land Supply Statements Consultation – comments to MSDC by Monday 14 September 2020 – the Chairman suggested councillors read the consultation documents and submitted individual comments to MSDC by the deadline date.
2. Ministry of Housing, Communities and Local Government – Reform of the Planning System consultations:

[Changes to the current planning system](#) (NALC deadline for responses 17 September)

[Planning for the future](#) - the planning white paper (NALC deadline for responses 15 October)

[Transparency and competition: a call for evidence on data on land control](#) (NALC deadline for responses 16 October)

The Chairman suggested individual comments were returned to the clerk.

9. Proposed Affordable Housing Scheme – no report

10. Neighbourhood Watch Scheme progress report

Cllr Mrs Lane reported the application for siting the eight road signs had been approved. A complaint had been made to the Chairman of Suffolk Neighbourhood Watch (SNW) regarding the vagueness over funding for signs on the SNW website. An application for funding the signs had been made to County Cllr Stringer. The application outcome was pending. The prices for the signs were as follows:

8 plastic signs - £76.00 in total

8 metal signs - £118.00 in total

the totals included a small order charge. Pending confirmation of funding from Cllr Stringer other means of funding included donations or the Parish Council. Fixings and cable ties would also need to be purchased. A report on the scheme for the parish magazine had been deferred until more positive news was available. Cllr Mrs Lane would provide the Finance Group with a breakdown of the cost of the signs. If there was a delay regarding a decision for the grant funding the Chairman suggested the Parish Council considered funding the signs.

11. MSDC Cil Award progress report

1. Stoke Ash Village Sign – Cllr Tancred reported the sign would not be ready for another 2 plus months, arrangements for the brickwork had yet to be confirmed.
2. Additional Play Equipment – deferred.
3. To consider items from Community Wish List – the list compiled December 2018 had been re-circulated to members prior to the meeting. The chairman went through the list with members. A specific item had not been identified.

12. Thwaite Community Projects Group

1. To consider the sale of allotment land

Following a query from an allotment tenant as to whether they could purchase the allotment at the rear of their property for continued use as garden land, members considered the regulations regarding such sale. It was reported legislation governing allotment land required permission from the Secretary of State with evidence provided that it would be in the interests of a village for any such sale. The allotment land was currently occupied Members did not therefore believe such evidence could be produced. Cllr Kember proposed there could be no sale of allotment land, seconded Cllr Pulham and unanimously agreed.

For clarification it was suggested an allotment working group was set up mark out the boundaries of the current plots together with statutory pathways. Cllrs Pulham, Kember, Mrs Maisey, D Maisey, G Leggett and G Tancred offered to join the group.

2. General Report

E.on Contract - Cllr Leggett confirmed the electricity contract had been renewed with E.on.

Noise Nuisance – Cockerels in St George’s Churchyard

Cllr Kember reported a nuisance report from neighbouring residents’ that they were being disturbed from 2.30am by crowing cockerels which continued on and off until dusk. The flock of one cockerel and a few hens had been left to live in the churchyard by a previous resident and had increased to two adult cockerels, two juvenile cockerels and three hens. The flock wandered during the day and one cockerel and a hen had been run over in Wickham Road. Following advice from MSDC Environmental Health, the RSPCA and Pest Control the fowls had been removed with the exception of one juvenile hen which had been taken in by a local resident.

Members recorded thanks to Cllr Kember for dealing with the problem.

13. **Lunch Club** – cancelled pending further Government guidance.

14. **Stoke Ash Play and Exercise Area report**

1. ROSPA Inseption – awaiting inspection date and report on equipment.
2. Installation of additional tyres – no progress to report
3. Additional play equipment with PC contribution – deferred due to covid restrictions.

15. **Wash Lane**

1. Tractor Wheel sign – the sign was complete and installed. Members commended the Chairman for his work, the wheel was a fitting sign for the entrance to the lane.
2. To consider access bridge design and costings – Cllr Fleming to provide specifications to Cllr Pulham who would provide costings.
3. Maintenance report
Cllr Fleming reported the final strim had been carried out by the contractor and an invoice for £250.00 for five months work received. There was still some cutting back required, this would be done over the autumn and winter by volunteers. The Chairman stated that as Tree Warden he could obtain further small trees and hedgerow packs from the Woodland Trust. Cllr Fleming reported he still had 100 young trees for planting over the winter months.

The Chairman suspended the meeting at 8.25pm due to echoing problems with the Teams system.

Meeting re-commenced 8.35pm

16. **Former telephone kiosk, The Street, Stoke Ash** – refurbishment and move deferred due to restrictions.

17. **Website**

1. To consider for approval Local Government Website Accessibility changes carried out by CAS Onesuffolk the website host and adoption of Accessibility Statement. Cllr Fleming proposed adoption of the changes and accessibility statement, seconded Cllr Tancred and agreed. The Chairman recorded thanks to Cllr Tancred for arranging the changes with the website hosts, ensuring the Council was now compliant with accessibility requirements effective 23 September 2020.
2. To consider Website Host Accessibility fee - £144.00 plus vat
Members approved the above fee, it was important all members of the community had accessibility to the website.

18. **Finance**

1. To consider s.137 donation requests – none received.
2. To consider and/or approval of costs associated with holding monthly parish council meetings
Additional costs would involve the hire of meeting rooms when live meetings re-commenced, approximately £70 pa and additional clerk time estimated at 10 hours per meeting, the estimate for both items totalling £850 per annum. Members generally were of the view monthly meetings would enable work to be carried out more efficiently. Cllr Pulham proposed acceptance of the estimated costs, seconded Cllr Mrs Lane and agreed.
3. Accounts for Payment

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch no.
20.8.20	SALC	Audit fee 2019-20	155.00	31.00	£186.00	Agreed	100467
20.8.20	Clerk	Sal-expen meeting 18.6.20	146.74	-	£146.74	Agreed	100468
20.8.20	CAS	Website Accessibility changes	£120.00	24.00	£144.00	Agreed	100469
20.8.20	L Farrugia- Bridges	Wash Lane maintenance March – July 2020	250.00	-	£250.00	Agreed	100470

Cllr Pulham proposed payment of the above accounts, seconded Cllr Mrs Maisey and agreed.

3. Finance Working Group report

1. Disposal of Parish Council Laptop/printer/copier/scanner – the finance group requested this was included on the next agenda.
2. To consider for approval Asset Register
Additional changes to include: addition of Tractor Wheel sign, Wash Lane - £300.00;
Removal of software; Laptop plus equipment value £250.00
Cllr Pulham proposed the above changes, seconded Cllr Mrs Lane and agreed.
3. To consider items raised in internal Audit Report for year end 31.3.20
The report had been circulated to members prior to the meeting. The Chairman requested this item be deferred to the next meeting.

19. **To review for adoption Parish Council Standing Orders 2020-21**

The SALC model Standing Orders including the recommended amendment at Section 18 Financial Controls and Procurement had been circulated prior to the meeting. Cllr Leggett proposed adoption of the revised document, seconded Cllr Mrs Maisey and unanimously agreed.

20. **Clerk's report/correspondence**

1. Stoke Ash Parish Notice Board – one of the catches had broken and the door had dropped. The Chairman offered to carry out repair.
2. SALC/NALC/CAS – various emails regarding covid-19 updates had been circulated. The chairman queried whether or when live meetings would re-commence. The current advice from SALC/NALC strongly recommended continuing with remote meetings.

21. **Chairman's Urgent Business** – none.

22. **Any other business for information exchange/agenda requests**

Covid response team – Cllr Fleming reported he had registered the community covid response team with MSDC and he had now received an email of thanks from Mid Suffolk. Cllr Fleming would include the details in the parish magazine for information of parishioners.

Parish Magazine – Cllr Mrs Lane enquired who was responsible for the parish council report in the parish magazine. Members were informed the clerk prepared the report.

Remote meetings – due to the echoing issues with the Teams system, Cllr Leggett offered to set up a Zoom video meeting for the September meeting.

Apologies – Cllrs Mr and Mrs Maisey tendered their apologies for the next meeting.

23. **Date of next virtual meeting – Thursday 17 September 2020 at 7.30pm**

Meeting closed 9.10pm

Signed:

Chairman

Date:

Summary of Action points

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17.5.18	Thwaite Comm Projects	

	St George's Hall St George's Bring & Buy Sale To consider sale of allotment land Review allotment boundaries/pathways A future joint Community Hall	Parishioners' questionnaire on future of Hall – TP/GL deferred due to lockdown. Collection of items for a Bring & Buy sale after lockdown. RK Complete Allotment Working Group Obtain Stoke Ash VH committee view. MF. Deferred.
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16.7.20	CPR training	MF to recruit volunteers via parish magazine
16.7.20	Website: Accessibility Statement Disposal of PC website equipment	Complete Finance Group
16.7.20	Church Lane, Thwaite – roadside mirror	Complete
20.8.20	NPPF draft Housing land supply consultation	Councillors to submit comments direct to MSDC
20.8.20	Changes to current planning system/planning for the	Comments to clerk

	future/transparency and competition – evidence on data on land control	
20.8.20	Stoke Ash Parish Notice Board repair	PM
20.8.20	Set up Zoom for September meeting	GL